STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE ASSESSMENT DIVISION, TRAINING SECTION (317) 233-0166



INDIANA GOVERNMENT CENTER NORTH 100 NORTH SENATE AVENUE N1058 INDIANAPOLIS, IN 46204 PHONE (317) 232-3777 FAX (317) 974-1629

TO: All Interested Parties

FROM: Barry Wood, Assessment Division Director

DATE: January 13, 2016

RE: 2016 Level I & Level II Assessor Appraiser Certification Examinations

The objective of the Level I and Level II examinations, in accordance with IC 6-1.1-35.5-3, is to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open book and are open to anyone at no charge. However, in accordance with IC 6-1.1-35.5-7, "a person who is successful on the level one examination may apply for and take the level two examination." Therefore, you must take the examinations in order, and the examinations cannot be taken on the same day. You must pre-register for the examinations.

Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.

What to Study for the Level I and Level II Assessor Appraiser Examination

For the Level I Examination

From the Department of Local Government Finance ("Department") website http://www.in.gov/dlgf/8814.htm, you should download to your computer to study and print:

- Six (6) sections of the **2016 tutorial**:
 - 2016 Level I Cost Approach, Problems, and Answers
 - 2016 Level I Income Approach, Problems, and Answers
 - 2016 Level I Neighborhood Factor, Problems, and Answers
 - 2016 Level I Personal Property
 - 2016 Level I Ratio Study and Ratio Study Examples
 - 2016 Level I Sales Comparison Approach, Problem, and Answer
- 2011 Real Property Assessment Guidelines Book 1: Table of Contents, Chapters 1 5, 2011 Appendixes A & B, 2014 Appendix C (October 31, 2014), 2014 Appendix C (with errata) (January 14, 2015), Updated Location Cost Modifiers for the 2015 Annual Adjustment, Location Cost Multipliers for 2015 Cost Update, and Modifiers for each county.
- 2011 Glossary
- Residential and Agriculture Property Record Cards
- Review Exam, Review Exam Answers, and Review Exam Calculation Explanations

For the Level II Examination

From the Department website http://www.in.gov/dlgf/8815.htm, you should download to your computer to study and print:

- Six (6) sections of the **2016 tutorial**:
 - 2016 Level II Cost Approach, Problems, and Answers
 - 2016 Level II Golf Course
 - 2016 Level II Income Approach, Problems, and Answers
 - 2016 Level II Personal Property
 - 2016 Level II Ratio Study, Problems, and Answers
 - 2016 Level II Sales Comparison Approach, Problem, and Answer
- 2011 Real Property Assessment Guidelines Book 2: Chapters 6 9, 2011 Appendixes D F and 2014 Appendix G (October 31, 2014), Updated Location Cost Modifiers for the 2015 Annual Adjustment, Location Cost Multipliers for 2015 Cost Update, and Modifiers for each county
- 2011 Glossary
- Commercial and Industrial Record Card
- Review Exam, Review Exam Answers, Review Exam Calculations, and Review Exam Property Card Answer

Electronic devices such as laptops, cell phones, iPads, etc. will NOT be allowed during the examinations.

If you need assistance printing a copy of the tutorials, please contact Donna Bratcher at the Department at (317) 233-0166 or dbratcher@dlgf.in.gov.

Level I and Level II Examinations

The examinations are open book. In order to answer some of the questions on the exam, you will need to work problems similar to those in the tutorial and on the Review Exam. The examinations will consist of 50 multiple-choice questions of two points each. A passing grade is 70 points.

The proctor for the examination will not answer questions regarding the Level I and II materials prior to or during the examination. Please contact Department staff prior to the examination day with any questions regarding the course materials at <u>Level1@dlgf.in.gov</u> or <u>Level2@dlgf.in.gov</u>.

The examination will run five (5) consecutive hours from the beginning of the examination at **10:00 a.m.**, but will end no later than **3:00 p.m.** local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for restroom breaks or to get a snack or drink.

You MUST **pre-register** using LEVEL I AND LEVEL II ASSESSOR-APPRAISER EXAMINATION REGISTRATION State Form 55818 (attached) <u>no later than **1 week prior** to the</u> examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) registrations must be received or the examination will be cancelled. Registrants will be notified by email if the examination is cancelled.

Special Accommodations

If you have a physical impairment that will require special accommodations, the Department asks that you provide advanced notification. Please contact Barry Wood, Assessment Division Director, at bwood@dlgf.in.gov or by fax at (317) 974-1629 stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Exam Locations

Greensburg, City Hall
314 West Washington St
Planning Room
Greensburg, IN 47240
(812) 663-3344
https://www.cityofgreensburg.com/

Indianapolis, Indiana Government Center South Conference Center 302 W Washington St Room # to be determined Indianapolis, IN 46204 (317) 233-0166 http://www.in.gov/idoa/2375.htm

Valparaiso

Ivy Tech Community College Northwest Valparaiso Campus 3100 Ivy Tech Drive Room D-119 Valparaiso, IN 46383 (219) 464-8514 http://www.ivytech.edu/northwest/

Vincennes

Vincennes University
Indiana Center for Applied Technology (IACT)
1500 N Chestnut St, Room 142
Vincennes, IN 47591
(812) 888-4309
http://www.vinu.edu/about-us

Warsaw

Ivy Tech Community College North Central Warsaw Campus 2545 Silveus Crossing, Room 268 Warsaw, IN 46580 (574) 267-5428 http://www.ivytech.edu/northcentral/ INSTRUCTIONS: Print your contact information below. Check the box indicating the date and exam for which you are registering.

E-mail or fax the form to:

Donna Bratcher
Administrative Assistant
Department of Local Government Finance
dbratcher@dlgf.in.gov
Fax: (317) 974-1629

Please PRINT

Name.	
Work Title:	Date of Birth:
Employer:	
Mailing Address: Home or Business (<i>Please circle one.</i>)	
City, State and Zip Code:	
County:	
Daytime Telephone Number:	Home Number:
E-mail Address:	Cell Number:

(Confirmations will be sent via e-mail only, one week prior to exam date.)

Check the box for the exam for which you want to register.

Level I Exam	Level II Exam	Date	Location
		3/7/16	Ivy Tech, Warsaw Campus, Warsaw, Indiana
		3/11/16	Greensburg City Hall, Greensburg, Indiana
		4/11/16	Indiana Government Center Conference Center, Indianapolis, Indiana
		5/9/16	Ivy Tech, Warsaw Campus, Warsaw, Indiana
		5/16/16	Indiana Center for Applied Technology Building (IACT), Vincennes, Indiana
		6/6/16	Indiana Government Center Conference Center, Indianapolis, Indiana
		7/15/16	Ivy Tech Northwest, Valparaiso, Indiana
		7/18/16	Indiana Government Center Conference Center, Indianapolis, Indiana
		7/25/16	Indiana Center for Applied Technology Building (IACT), Vincennes, Indiana
		9/16/16	Ivy Tech Northwest, Valparaiso, Indiana
		9/19/16	Greensburg City Hall, Greensburg, Indiana
		10/3/16	Indiana Government Center Conference Center, Indianapolis, Indiana
		11/14/16	Indiana Government Center Conference Center, Indianapolis, Indiana
		12/9/16	Indiana Government Center Conference Center, Indianapolis, Indiana